



**REQUEST FOR PROPOSAL FOR A CONSULTANT(S) TO CARRY
OUT RESEARCH, CONDUCT LEAD GENERATION AND
ESTABLISH A PRE-QUALIFIED MEETING (PQM) PROGRAM FOR
THE ONTARIO FOOD CLUSTER
CONTRACT NO. 12-065**

A D D E N D U M N O . 1

The following shall form part of the tender documents issued by the City of Guelph’s Purchasing Department, February, 2012.

NOTE: the acknowledgement of this addendum must be indicated on FP2

DELETE THE FOLLOWING FROM PAGE 5

PRICE

You may bid on any or all Tasks. The total fees shall include all materials, labour, equipment, delivery and handling, statutory charges, overhead and profit, other related charges, mileage, travel time, or expenses and inclusive of all duties. **All sales tax must be excluded. HST is extra.**

Proposals containing changes, erasures, overwriting, whiteouts, cross outs, or strikeouts, which are not initialled by the Bidder, or electronic reproduction or alteration of the original document, will not be accepted by the City.

ADD THE FOLLOWING TO PAGE 5

PRICE

You may bid on any or all Tasks. The total fees shall include all materials, labour, equipment, delivery and handling, statutory charges, overhead and profit, other related charges, mileage, travel time, or expenses and inclusive of all duties. **All sales tax must be excluded. HST is extra. The price MUST be in Canadian funds**

Proposals containing changes, erasures, overwriting, whiteouts, cross outs, or strikeouts, which are not initialled by the Bidder, or electronic reproduction or alteration of the original document, will not be accepted by the City.

DELETE THE FOLLOWING FROM PAGE 13

Commercial General Liability Insurance

Commercial General Liability insurance shall include as an Additional Insured, the City of Guelph, with limits of not less than \$2 million (\$2,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use hereof. The form of this insurance shall in all respects be satisfactory to the City of Guelph's Procurement and Risk Manager and shall be maintained continuously from either the commencement of the services or the issuance of a purchase order, whichever is sooner. The policies shall be endorsed to provide the City of Guelph with not less than 30 days written notice in advance of any cancellation, change or amendment restricting coverage.

Automobile Liability Insurance

Automobile Liability Insurance in respect of licensed vehicles shall have limits of not less than \$2,000,000.00 inclusive per occurrence for bodily injury, death and damage to property, in the following forms endorsed to provide the City of Guelph with not less than 30 days written notice in advance of any cancellation, change or amendment restricting coverage:

Standard non-owned automobile policy including standard contractual liability endorsement; and

Standard owner's form automobile policy providing third party liability and accident benefits insurance and covering licensed vehicles owned for operated by or on behalf of the Successful Proponent.

DELETE THE FOLLOWING FROM PAGE 14

WORKPLACE SAFETY & INSURANCE BOARD CERTIFICATE

The successful bidder shall be required to provide a certificate of good standing from the Workplace Safety and Insurance Board prior to commencing work under the Agreement. If the successful respondent is unable to submit this certificate because it is claiming an independent operator status, with no insurable workers, the successful respondent must submit a written confirmation from the Workplace Safety and Insurance Board of its status as an independent operator for the contract. The contractor will be responsible for providing the City with updated certificates.

End of Addendum 1